

OPERATIONAL AGREEMENT
BETWEEN
**PORT GAMBLE S'KLALLAM TRIBE &
BREMERTON COMMUNITY SERVICES OFFICE**

Effective Date: October 1, 1998
Revision Date: November 1, 2004
Review Date: October 1, 2007

PURPOSE

The purpose of this agreement is to:

- A. Further enhance and strengthen the government-to-government working relationship between the Port Gamble S'Klallam Tribe and the Department of Social & Health Services (DSHS), Community Services Division, Bremerton Community Services Office (CSO).
- B. Enhance coordination and quality of the Bremerton CSO service delivery to Native Americans and Alaska Natives within Kitsap County by working with and through the Port Gamble S'Klallam Tribe to ensure that those services are delivered in a timely, accurate and culturally relevant manner.
- C. Specifically set forth the procedures for coordinating the administration of the Temporary Assistance to Needy Families (TANF) program between the Port Gamble S'Klallam Tribe and the Bremerton CSO.

GENERAL AGREEMENT

- A. The CSO will staff a position to serve as a liaison between the tribes in Kitsap County and the CSO. This CSO staff member will be available to visit the Port Gamble S'Klallam reservation at least one day per week to coordinate services as needed.

- B. The CSO and the Tribe will provide each other a current listing of staff names, functions, and phone numbers.
- C. The CSO will adhere to the provisions in the current Region 5 version of the Administrative Policy 7.01 Work Plan.
- D. The CSO will continue working to improve access to services by providing alternatives to CSO visits whenever allowable by DSHS policy. Alternatives may include, but are not limited to, options such as on-line CSO, Region 5 Customer Service Call Center, ANSWER phone, telephone interviews, and expanded outreach activities through the CSO liaison.

TANF AGREEMENT

A. Target Population:

The TANF population affected by this agreement is defined as any enrolled American Indian residing on the Port Gamble S'Klallam reservation and any Port Gamble S'Klallam Tribal member living off the reservation but within Kitsap County who is a recipient of or applicant for TANF benefits. Families with a member meeting this definition must apply for TANF benefits through the Tribe, not the CSO.

1. This definition includes an eligible child(ren) in the home of a non-needy relative, so long as the child(ren) is a tribal member or enrolled Native American living on the reservation.
2. The Tribe will not handle a TANF case for a family whose only tribal member is on SSI.
3. Only the Tribe can define who is a Tribal member or American Indian for eligibility purposes.
4. Whenever a case does not clearly meet the household criteria spelled out in this agreement, the Tribe and CSO will jointly staff the case and make a decision, which appears to be in the best interests of the child(ren).

B. Eligibility:

1. Tribal TANF benefit standards and eligibility requirements are based on the specific criteria set forth in the current federal Port Gamble S'Klallam Tribal TANF Plan (FY05-07).
2. Persons who are eligible for or receiving Tribal TANF are not eligible to receive DSHS benefits in the form of Additional Requirements for Emergent Needs (AREN), Cash Diversion Assistance (DCA), or WorkFirst Support Services.
3. Persons who are under sanction for failure to cooperate with Tribal TANF requirements are not eligible for state TANF benefits.

C. Non-TANF Benefits:

Persons eligible for Tribal TANF benefits may still qualify for certain other programs and services through the CSO. In order to streamline and expedite the eligibility determination process for other programs, the Tribal Family Assistance Office and the CSO will both obtain a signed "authorization to release information" form from the Tribal TANF applicant/recipient.

Other state programs for which a Tribal TANF recipient may qualify include but are not necessarily limited to the following:

1. Medical Assistance

a. TANF Approvals:

- As soon as the Tribal Family Assistance Office notifies the CSO in writing of a case approval (via the Tribal form "Application for Medicaid"), the CSO will determine eligibility for Categorically Needy (CN) medical assistance and authorize CN medical if eligible.
- The Tribe will indicate on the form if there are any resource or income variances that may affect eligibility for CN medical.

- The form may be faxed, mailed or hand-delivered back and forth.

b. TANF Terminations:

- When the CSO terminates DSHS TANF due to a transfer to the Tribal TANF program, the CSO will certify CN medical for one year or until the Tribe reports that Tribal TANF is terminated, whichever comes first.
- When Tribal TANF is terminated due to employment, CN medical eligibility will be continued through a 12-month medical extension, subject to quarterly reporting by the client.
- If Tribal TANF is terminated due to sanction for failure to cooperate with program requirements, CN medical eligibility will continue through the current medical certification period, unless circumstances change which may disqualify the client.

2. Basic Food Program (BFP)

BFP is a separate program with separate eligibility criteria. Tribal TANF assistance units wanting food stamps must apply through the CSO using the same process as other clients. (See *Basic Food Program Agreement* below.)

D. Training and Technical Assistance:

1. Orientation to facilities and TANF services: Each party is willing to arrange orientation to their office and basic services as a way to help train staff to better serve our mutual clients.
2. The CSO will invite the Tribal TANF office staff to any local training or make available written materials that appear relevant for the administration of TANF.
3. The Tribe and CSO will, on a periodic basis as needed, meet with each other to further refine the local TANF process.

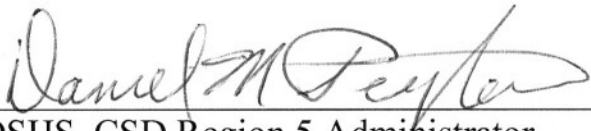
BASIC FOOD PROGRAM (BFP) AGREEMENT

- A. Applications or reviews for BFP can be submitted to the CSO via on-lineCSO, fax, mail or in person.
- B. If it is a hardship for the Tribal member(s) to come into the CSO for a face-to-face interview, a request for a phone interview should be included with the application or review form. The request should include the hardship reason.
- C. If a phone interview is scheduled, the Tribal member's home phone or conference line at the Tribal Family Assistance Office may be used.
- D. In the event that the Tribal member needs emergency BFP, the Tribal Family Assistance Office will assist the client in finding transportation to the CSO.
- E. The Tribal Family Assistance Office will assist the Tribal member in faxing any forms or verification needed by the CSO to complete the application or review. The CSO may request income and resource verification from the Tribal Family Assistance Office in order to facilitate determination of eligibility.
- F. The client is responsible for reporting changes to the CSO. The Tribe will also stress to the client the need to report all changes in income, resources or household composition to the CSO.

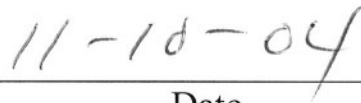
DATA SHARING & COMMUNITCATION AGREEMENT:

- A. The CSO agrees to share available data concerning the number of Tribal members receiving DSHS assistance in Kitsap County upon request of the Tribe.
- B. The CSO agrees to fund a dedicated phone line/fax line (or mutually agreeable alternative) if needed by the Tribal Family Assistance Office to assist in communicating with the CSO.

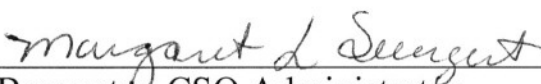
- C. The CSO and Tribe each agrees to obtain a signed "authorization to release information" form from all mutual clients before any case specific information is released. Both parties understand and agree that any information sharing about individual case circumstances will be limited to that information needed for the proper administration of CSO and Tribal assistance programs. Both parties will maintain the signed release forms on file, to be made available to the other party if requested.
- D. It is the intent of Tribal and CSO administrations to encourage and cultivate reciprocal cooperation between staff. We believe this spirit of cooperation is critical to the success of the Tribal TANF program, and is in the best interest of all our mutual clients.



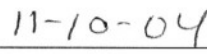
DSHS, CSD Region 5 Administrator



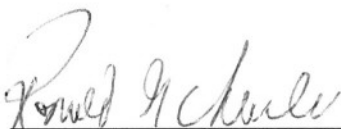
Date



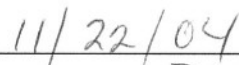
Bremerton CSO Administrator



Date



Port Gamble S'Klallam Tribe



Date